

Attachment 1: Request for Limited Sources Memo Format

LIMITED SOURCES JUSTIFICATION

ORDER >\$3,000

FAR PART 8.405-6

2237 Transaction # or Vista Equipment Transaction #: 675-13-3-5637-0105 (INSERT)

This acquisition is conducted under the authority of the Multiple Award Schedule Program. The material or service listed in part 3 below is sole source, therefore, consideration of the number of contractors required by FAR Subpart 8.4 - Federal Supply Schedules, is precluded for the reasons indicated below.

Restricted to the following source: Provide original manufacturer's name for material or contractor's name for service. (If a sole source manufacturer distributes via dealers, ALSO provide dealer information.)

Manufacturer/Contractor: Deloitte LLP
Manufacturer/Contractor POC & phone number: 703-251-1642
Mfr/Contractor Address: 1725 Duke St Alexandria VA 22314
Dealer/Rep address/phone number:

☒ The requested material or service represents the minimum requirements of the Government.

(1) AGENCY AND CONTRACTING ACTIVITY: Department of Veterans Affairs
Orlando VAMC
5201 Raymond ST
Orlando, FL 32803

VISN: 8

(2) NATURE AND/OR DESCRIPTION OF ACTION BEING APPROVED:

The Orlando VAMC original completion date of the new Lake Nona Hospital was October 2012. Due to construction delays and the magnitude of starting a brand new hospital from a outpatient clinic and coordination of transitioning services and starting new ones that were not available in the outpatient clinic. The anticipated date is spring/summer of 2014 however, there is still a need for activation support services and transition planning for the Lake Nona Hospital project. IAW 8.405-6(a)(1)(ii)(C) the action being approved is a logical follow-on to an original FSS competed order..

(3) (a) A DESCRIPTION OF THE SUPPLIES OR SERVICES REQUIRED TO MEET THE AGENCY'S NEED:

1. The contractor shall maintain and manage the Master Equipment Acquisition Listing (MEAL) spreadsheet for the Lake Nona Hospital project.

1a. The contractor shall reconcile discrepancies between equipment items in the hospital drawings/design and the MEAL spreadsheet for Lake Nona VA Hospital project.

2. The contractor shall assist services/departments in developing procurement packages to include salient

characteristics for current and new items for the Lake Nona VA Hospital project.

3. The Contractor shall coordinate delivery and installation of all medical, non-medical equipment and supplies in the MEAL spreadsheet for Lake Nona VA Hospital.

3a. The Contractor shall input and update delivery/installation dates into the MEAL spreadsheet for Lake Nona VA Hospital.

4. The Contractor shall coordinate and schedule user and biomedical training with vendors for all medical and non-medical equipment for the Lake Nona VA Hospital.

4a. The Contractor shall input training dates in the MEAL spreadsheet for Lake Nona VA Hospital.

5. The Contractor shall assist and prepare service/department specific move plan for existing and new services for Lake Nona VA Hospital.

(b) ESTIMATED DOLLAR VALUE: [REDACTED]

(c) REQUIRED DELIVERY DATE: 28 Sep. 2013

(4) IDENTIFICATION OF THE JUSTIFICATION RATIONALE (SEE FAR 8.405-6), AND IF APPLICABLE, A DEMONSTRATION OF THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS TO PROVIDE THE REQUIRED SUPPLY OR SERVICE. (CHECK ALL THAT APPLY AND COMPLETE)

☐ Specific characteristics of the material or service that limit the availability to a sole source (unique features, function of the item, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources.

☐ A patent, copyright or proprietary data limits competition. The proprietary data is:
(If FAR 8.405-6(a)(2)iii before posting. Do not include specific proprietary data. Only mention the type of equipment, procedure, etc. to show that proprietary supplies or services are being procured.)

☐ These are "direct replacements" parts/components for existing equipment.

☐ The material/service must be compatible in all aspects (form, fit and function) with existing systems presently installed/performing. Describe the equipment/function you have now and how the new item/service must coordinate, connect, or interface with the existing system.

☒ The new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order must not have been previously issued under sole source or limited source procedures. Per FAR 8.405-6(a)(1)(C) in the interest of economy and efficiency the new work is a logical follow-on to an original federal supply schedule order. The original contract GS-10F-0083L / V675-C10291 was competed under solicitation number VA248-13-RQ-0374 using FAR Part 8.405-2. The new work to be completed will continue the services that were on the original contract to include: (1) equipment selection, (2) monitor equipment purchases and overall budget, (3) tracking equipment, (4) tracking delivery schedule and purchases of equipment, (5) scheduling installation and training for purchased equipment (6) assist service/departments with creating a move plan for services to transition to the new hospital. The new work is intimately related and is a logical continuation to the original order. Having another vendor continue the work is not efficient and cost effective because the original contractor created and established processes to implement and monitor the tasks mentioned earlier. The original contractor also created the MEAL spreadsheet which took three months to create and establish and cost approximately \$639,000 in man-hours. The MEAL needs to be continuously updated to complete the deliverables in the statement of work that were determined on the original order. The original contractor has established contacts and professional relationships that were forged over the past year and a half with approximately 2000 clinical, administrative, and professional staff. The relationships were developed through daily meetings with the hospital services gathering information, and resources to coordinating and accomplish tasks outlined in the SOW. The original contractor has also been present in all the critical activation meetings updating the hospital leadership and staff on the equipment. Furthermore, the potential new contractor will have to quickly develop those working relationships with approximately 81 different departments/services that took the original contractor over a year. The most critical delay risk would be the CLC which is expected to open as early as fall 2013. The original vendor has intimate knowledge on the preparation of the CLC and sensitive time lines, because they have been working closely with the Orlando key personnel for the past year and a half. It is imperative that the CLC be activated on time to take the influx of CLC patients in the central Florida area. The original contractor was processed by OPM and has current background and security credentials in place for access to government facilities and IT systems. Based on the original security credentialing, it took, on average, 30 days or more for a completed background check and issuance of PIV cards. The original contractor has access to IT and VISTA and has been trained on how to use the VA's budget system (VISTA). The lead time is 30 days or more to get access to IT and VISTA and for training on the VISTA system. The original cost to accomplish the initial startup, access, and training is approximately \$423,000., based on the original monthly cost. An award to another source would result in a substantial duplication of cost to the Government that is not expected to be recovered through competition.

☐ An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

The original delivery order was solicited via e-buy utilizing GSA schedules; the price has been judged fair and reasonable (AW 8.405-2(d)). In addition, discounts were requested and will be requested from the incumbent contractor from the GSA negotiated price. Best Value was determined on the original order through an evaluation team that evaluated the contractor based on the evaluation criteria that was on the solicitation and the level of effort proposed by the contractor to perform the specific task. The best value determination is still valid as the incumbent contractor can still supply the greatest overall benefit in response to the requirement based on previous knowledge of the contract and the inner workings of the VA. Furthermore, the incumbent contractor has created many templates, work breakdown structures and other important work product to aid in the activation of the hospital. It would not be cost effective for a new contractor to start from the beginning.

Market research was conducted and it was concluded that the same climate and pool of contractors are available as in the original market research conducted during the pre-acquisition phase of the original contract. There are 830 vendors available under SIN 874-7 (Mission Oriented Business Integrated Services (MOBIS)), which was the original SIN that the original contract was competed under.

The Orlando VA Medical Center has an enormous task to activate one of the biggest hospitals in the VA system.

The Orlando Activation Office in coordination with the construction schedule is tasked with the purchase of the equipment, goods, and service to activate a new hospital. They are also responsible for the staffing and coordinating the staff as the hospital opens and prepares to accept patients. The continuously moving construction schedule continues to be the biggest barrier to try to schedule, coordinate, and procure what is necessary to activate the hospital. The likelihood of another restricted procurement like this is as this service is only needed for the activation of a new hospital and assuming that after the hospital is complete this type of service will no longer be needed.

(9) REQUIREMENTS CERTIFICATION: I certify that the requirement outlined in this justification is a Bona Fide Need of the Department of Veterans Affairs and that the supporting data under my cognizance, which are included in the justification, are accurate and complete to the best of my knowledge. I understand that processing of this limited sources justification restricts consideration of Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4. (This signature is the requestor's supervisor, fund control point official, chief of service or someone with responsibility and accountability.)

Jeff Birdson 8/23/13
SIGNATURE DATE
Jeff Birdson Activations Executive Activations & VAMC
NAME TITLE SERVICE LINE/SECTION
Orlando VAMC
FACILITY

(10) APPROVALS IN ACCORDANCE WITH FAR 8.405-6(d):

a. CONTRACTING OFFICER'S CERTIFICATION (required): I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

Kory Stiles 22 Aug. 2013
CONTRACTING OFFICER'S SIGNATURE DATE
Kory Stiles, Contract Specialist Orlando VAMC
NAME AND TITLE FACILITY

b. PRODUCT LINE SUPERVISOR (up to SAT): I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. *This signature may be the VISA NCM/PCM if the Contracting Officer and Contracting Supervisor is the same individual.

KC Williams 8-27-2013
SIGNATURE DATE

Kenneth Williams
Supervisory Contracting Officer
Orlando VAMC

c. NCM/PCM/DESIGNEE: I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

SIGNATURE

DATE

VISN 8 NCM/PCM

HIGHER LEVEL APPROVAL (Required For orders over \$500,000):

e. SAO: I certify the justification meets requirements for restricting consideration of Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4.

SIGNATURE

DATE

DIRECTOR, SAO East

f. VHA HCA REVIEW AND APPROVAL (over \$500,000 to \$10 million): I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and approve for restricting consideration of the Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4

Chief Procurement and Logistics Officer
VHA Head of Contracting Activity (HCA)

DATE